

## Laptop Instructions - Connecting your laptop to Document Camera

Turn the projector on – the projector is **ALWAYS** on first!

Turn the **document camera on**. Cycle through power sources until you see your desktop on the screen.



1. Plug the **VGA cable** into your laptop's VGA port.

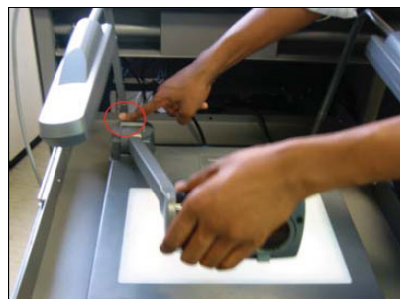
**Windows laptops:** you must press the blue function key (Fn) in combination with one of the numbered function keys (CRT/LCD) to detect the projector. The numbered function key will vary by laptop make/model.

**If the document camera is not recognizing your computer, restart your computer.**

2. Plug the **Audio** cable into the audio port on your laptop. This is usually marked by the icon of a pair of headphones.
3. Use the laptop as desired. Volume can be controlled on both the Touch Panel and your laptop.

## Using the Doc Cam

1. Press the **Doc Cam** button on the Touch Panel display. The Document Camera equipment will power on.
2. Carefully lift up the arms on either side of the Document Camera.
3. Press the release button on the far end of the lens arm and carefully lift up the lens to position as desired (see picture below).



4. Place the document you would like to project on the white panel on the Document Camera. The Document Camera will automatically focus. To display a transparency, press the **+ -** button on the Document Camera equipment until the projected image displays correctly. Press **+ -** again to change back to a non-transparent document.